

## **FILING GUIDELINES**

*(Note: Filing Guidelines apply to ALL filings made to the Office of the Hearing Examiner, including filings made prior to case placement on the public hearing docket.)*

### **Instructions for Emailing Documents for Filing with the PHRC**

1. Documents to be submitted electronically must be in PDF format.
2. Documents to be filed may be emailed to: [ra-hradjudication@pa.gov](mailto:ra-hradjudication@pa.gov)
  - a. This email address is solely for submitting attached PDF documents for filing.
  - b. Do not include comments, questions, or additional correspondence in the email as such comments, questions, or additional correspondence will not receive a response from the Commission.
3. Documents to be filed must be attached to the email and not contained in the body of the email.
4. Documents filed by email must be signed by the filing party either by (a) signing by hand and then scanning the document, or (b) signing electronically using a digital signature.
5. The email and attached documents must contain the filer's name and the case's docket number (if one has been assigned).
6. A document submitted for filing by email does not have to be delivered in hard copy form to the Commission.
7. The email and attachment will constitute the official record of the filing.
8. Documents received by 11:59 pm will be considered filed that day. Documents received after 11:59 pm or on weekends and holidays will be considered filed the following business day.

### **Service of Documents Filed by Email**

1. Documents filed by email must be served on all participants.
2. Filings may be made to the Office of the Hearing Examiner by emailing a copy to: [ra-hradjudication@pa.gov](mailto:ra-hradjudication@pa.gov)
3. Hearing Examiners shall **NOT** be directly contacted unless otherwise ordered.
4. All other participants must be served either by copying (CC) or by mailing a paper copy, properly addressed with postage prepaid.

### **Format of Documents Filed by Email**

1. Legal captions and headings shall follow the template provided in Appendix C.
2. All filings shall include numbered pages and certify that the filing adheres to all relevant and applicable federal and state statutes and regulations regarding

confidentiality.

3. Accompanying exhibits shall be attached as separate PDFs and clearly marked.
4. References to any documents not available on Westlaw shall be included as an appendix to filing.

**THE COMMISSION MAY REJECT FILINGS THAT DO NOT CONFORM TO THESE REQUIREMENTS.**